

CRIMINAL BACKGROUND CHECK—PRODEDURE

Before the Court will appoint a guardian, the Applicant(s) must obtain a criminal background check pursuant to the following procedure:

- Sign the attached Consent to WEBCHECK Criminal Background Check and file said Consent with the Application for Appointment of Guardian of Alleged Incompetent (SPF 17.0).
- Go to the Lake County Education Service Center located at 382 Blackbrook Road, Painesville, Ohio 44077, or other location able to perform the WEBCHECK Criminal Background Check, within five days of filing the Application. You may call the Lake County Education Service Center at 440-350-2563 for an appointment or you may check appointment availability at the Service Center. Please be advised that credit cards are not accepted.
- The Center will complete the fingerprints and mail them directly to the Probate Court.
- You will be required to provide two forms of identification (a photo ID and a social security card, birth certificate, or passport).
- An FBI Investigation will be necessary in addition to the WEBCHECK if the Applicant(s) has not been a resident of Ohio continuously for the last five years. There is an additional fee for an FBI Investigation.